

September 11, 2018 KHS PTO Meeting Minutes

In Attendance: Megan Roche, Lynne Hamilton, Shelly McDonough, Mary Dangler, Mary Anne Klank, Regina Weber, Rebecca Lawes, Laura Selent, Christine Riscili, Patty Clark Hamilton, Laryn Ullman, Julie Voudris, Marcy Gurd, Tom Gabram

The meeting was called to order at 9:52 a.m. by KHS PTO President, Megan Roche.

Everyone in attendance introduced themselves by noting their role within KHS PTO (if applicable), other Kenston involvement and children within the district.

Marcy Gurd — Beautification

Lynne Hamilton — VP, Fundraiser (Bomber Bash) Co-Chair, Kenston School
Directory Chairperson, Staff Appreciation Chairperson

Megan Roche — President

Shelly McDonough — Secretary, The Bomber Hangar Chairperson, PTO Council
Parent Engagement Speaker Series Committee Member

Mr. Gabram — KHS Principal

Regina Weber — new family to Kenston (5 kids); moved from Wisconsin

Mary Dangler — Hospitality Chairperson

Mary Anne Klank — MAAK Board Member

Rebecca Lawes — 10-year PTO member

Laura Selent — Celebrate Blue Chairperson, Senior Breakfast Co-Chair, Staff
Appreciation Co-Chair

Christine Riscili — Bomber Hangar KHS & KMS Chairperson

Patty Hamilton — After Prom Co-Chair, Athletic Boosters Board Member

Laryn Ullman — KHS Care Blue Chairperson, KMS PTO President, Youth Lacrosse
Secretary/Treasurer, Athletic Boosters Board Member

- I. **Approve Minutes** — Laryn Ullman motioned to approve the May 2018 meeting minutes. Lynne Hamilton seconded. Minutes approved.

II. **Principal's Report**

- A. Overview: Week 5. Everything is going well and the administration continues to work on planning and proper communications. Let Mr. Gabram know if you think of things that should be communicated. (Ex.: an email is being sent to all KHS parents re: Homecoming expectations)
- B. Kenston Alumni Distinguished Hall of Fame
 1. First Annual event on Sept. 26 honoring distinguished members of the Kenston community (not necessarily just alumni)
 2. Student class officers are helping to host the inductees
 3. Media class assisting with one-on-one interviews for a video of inductees
 4. Dessert reception and open to all

5. It is a nomination process (due in February)
- C. October 10th is PSAT/SAT day for 9th, 10th, 11th and 12th graders (last opportunity for seniors). This is part of the "Assessment Suite."
1. 10th graders take it if they're going for National Merit scholarship. Juniors and Seniors should use the day for a college visit or career shadow visit and will complete a form re: what their plans are for the day.
 2. There is no consequence for not doing anything, but they are being held accountable for what they did.
 3. Laura Selent asked if they can work on college essays that day. Mr. Gabram said it was not discussed, but seems ok. He said perhaps it could be built into the program.
 4. Parents can look at Naviance accounts to see what they're child is working on. (R. Lawes asked about Naviance. Mr. Gabram described it as an efficient way for high schools to communicate with colleges.) All seniors had training on Naviance this week.
- D. Building is focusing on SPIRIT & TRADITION with the revival of a pep assembly that included the band, Bomberettes, cheerleaders, Slider (Cleveland Indians mascot), relay races, etc. Seniors are doing a great job in carrying this tradition.
- E. Kenston Krazies manage a Twitter account. They've been asked to promote spirit across all sports and activities
- F. A staff socratic seminar was organized that allowed for brainstorming and school spirit was discussed. An initiative called "Who's Who" was created to allow for enhanced teacher/student relationships, as well as peer-to-peer, in order to get to know students better.
- G. A student inventory survey going out the last week of September in conjunction with National "Start with Hello" week.
1. Asks about student interests and extracurriculars. We know that 60-70% of kids are involved in a minimum of one extracurricular. What's the other 40% doing? Working? Babysitting? 4H? There is a percentage of kids not doing anything.
 2. How do we get to know them on a deeper level?
- H. In October, the building will launch "Special Interest Sessions" as part of homeroom once/month.
1. Students sign up for different topics and the session allows them to talk about things of interest to them
 2. Will be led either by a staff member or a student
 3. They've involved the Principal's Leadership Group as well
 4. Encouraging activity beyond intramurals
 5. No devices allowed during the sessions, as the purpose is to get to know each other
 6. Hoping that this helps those that feel isolated to become a part of something. Teachers are encouraged to listen to the student voice.

- I. Mr. Gabram also shared that there is an IAT (Intervention Assistance Team) that meets 2x/month to discuss students that are potential at-risk for academic reasons or social/emotional issues. Team members include: Katie Phillips (asst. principal), counselors, school psychologist, tutors and special education staff.
- J. Patty Hamilton noted that her neighbor works for Beechbrook and noted that Kenston is one of the few schools that doesn't implement services from them. Mr. Gabram noted it could be through education services by county. Beechbrook is Cuyahoga County.
- K. Mr. Gabram noted that the KHS staff is working on doing more together. Fifteen staff members are participating in the Akron Marathon Relay (3 teams of 5) on Sept. 28th.
- L. Upcoming: Bomber Games during the week of Homecoming. T-shirts are being distributed to every student (1,000 ordered; Student Council and sponsors (Athletic Boosters, KCE, Washington Street Diner and KBV Marketing) covering the cost).

III. Treasurer's Report

- A. Megan noted that treasurer, Albert Tien, is out of the country and not able to attend today's meeting.
 - 1. The KHS treasurer's books are still under audit by PTO Council
 - 2. Looking for a co-treasurer to ensure representation at meetings should Albert not be available to attend
- B. Megan noted the budget amounts on the report so committees know what they're working with.
- C. Bomber Bash — 34% goes toward KHS PTO with a good portion of it going to the recognized charity, A Kid Again.
- D. We are not supposed to carry cash year-to-year.
- E. Heinen's and Giant Eagle fundraising programs -- Laura Selent asked how KHS is capitalizing on them.
 - 1. Parents must update their school of choice in the Heinen's program each year. Giant Eagle carries over year-to-year.
 - 2. Laryn Ullman noted that at KMS they ran a raffle. A parent received a raffle ticket if they showed a screenshot of the re-enrollment page. They drew the winning ticket at the KMS PTO meeting. If it was a parent, they received a Panera gift card. If it was a teacher, they received an Amazon card. Laryn also suggested setting up a table at conferences to help parents sign up.
 - 3. Julie Voudris noted that even if you sign up in December, the points are calculated retroactively (from September).
- F. Reimbursement Form for committee expenses. Megan will confirm where it's located on the web site.

IV. Committee Reports

- A. Bomber Hangar - Christine Riscili
 - 1. Recap of back-to-school events at all buildings
 - 2. Re-ordered a few items to fill out sizing availability
 - 3. SignUp Genius will be sent again as there's a need for more volunteers. Suggesting that parents help at events where their child is not at.
 - 4. BH will be at KHS Teacher Conferences. Bringing a limited number of items
- B. Care Blue - Laryn Ullman
 - 1. Cards have been sent re: marriages, engagements, future Dads, deaths from over the summer (Annie Brust's son has leukemia. She's back at work but takes Wednesdays off to take him to treatment)
 - 2. New-to-District breakfast will be before October PTO meeting at 9 am. Have left messages with some new members; still calling 13-14 new
- C. Celebrate Blue - Laura Selent
 - 1. Ice cream at the end of the quarter dates: Thurs., Oct. 11, Wed., Dec. 19, Thurs., March 7 and Friday, May 3
 - 2. Laura questioned the combination lock on the freezer. Mr. Gabram indicated he'd do a maintenance request.
- D. E-Comm/Website/Membership/Volunteers - Darlene Walker (report given by Megan Roche)
 - 1. Membership is down. This year, we've received \$1,295 (113 parent memberships, 3 staff memberships) We were at \$1,942 last year
 - 2. Need to do another email push re: PTO Parent Engagement Speaker Series
 - 3. Volunteer lists by committee are done. Darlene will forward to committee chairs.
- E. Senior Breakfast - Laura Selent/Lynne Hamilton
 - 1. Changing the format from previous years. The breakfast will be earlier with the buffet line ready at 8:10 am. Looking to change the breakfast menu as well. (Last year the students were not engaged or timely.) Mr. Gabram will discuss further with Laura/Lynne.
 - 2. Date is Tuesday, May 21st
- F. Staff Appreciation
 - 1. Looking at changing the date to Wed., May 8th. Megan will check with PTO Council to ensure it doesn't overlap with other buildings.
- G. After Prom
 - 1. Patty Hamilton and Mary Toth co-chairing
 - 2. Fundraisers for After Prom
 - a) Fashion Show on Friday, March 15th (Chair: Shannon Holodinski?) This may go back to the "fashion" concept but needs further investigation.
 - b) Silver Bells Holiday Boutique, Saturday, Dec. 1 (Chair: Meg Noah)

- c) Krispy Kreme Donut Sales after football games (Sept. 14th and Homecoming games)

H. Hospitality - Mary Dangler

1. Mary Dangler & Jenny Zoretich co-chairs
2. KHS Open House - we had a great number of donations! Comment that the "ask" should be done earlier to give people more notice.
3. Menu is set for next Thursday's staff dinner

I. Bomber Bash - Lynne Hamilton

1. Lynne Hamilton & Allison Kure co-chairs
2. This is year 3 of the fundraiser; being held on Nov. 16th, although there is a conflict with the Kenston vs. Chagrin hockey game being the same night. There are continued discussions on potential change of game date.
3. There are 34 students on the lead crew team (mostly seniors); work on committees; selected from an application process in the spring
4. Shelly McDonough asked if there is consideration of not making it an overnight. Lynne responded that the lock-in promotes the buy-in of the challenge. Shelly noted that there are a number of kids that don't participate due to jobs, other scheduling conflicts that could be alleviated if it wasn't an overnight.
5. The event is 6 pm - 6 am (previously 8 pm - 8 am).
6. Suggestion to have a family from the charity, A Kid Again, attend the event to give the charity a "face." Lynne noted that they've tried to do that in the past, but hasn't worked out. They've used a video in the past, but not the same reaction as if a family were there.

J. Kenston School Directory - Lynne Hamilton

1. In the process of census verification
2. Ads and \$\$\$ coming in
3. Megan Roche noted that this is a committee that should be run through PTO Council, not KHS PTO. It just happens to fall under KHS as the person chairing it years ago was on KHS PTO. Each building, however, pays a portion of the cost of the directory. Discussion re: this job moving to PTO Council is already being discussed by Council.

V. President's Report

- A. General review of bylaws and meeting procedures including but not limited to quorum, parking lot items -- NOT DISCUSSED DURING MEETING

B. Discuss After Prom/PTO Merger - Pros/Cons

1. Megan described that currently After Prom is not run by PTO. Do we fold them in or let them do their own thing?
2. Patty Hamilton noted that it has been its own entity because those involved were fearful it would go away if not done

3. Currently there are no financial reporting responsibilities on behalf of After Prom
4. Silver Bells appears as a PTO endeavor, but the money all goes through After Prom
5. Mr. Gabram Gabram noted that there could be a compliance issue under PTO with its new 501c3 status.
6. Patty Hamilton indicated After Prom's treasurer, Lisa Kratzert, could work with the PTO treasurer on things. She'd like to see it work out re: merging into PTO, but is concerned about being micro-managed.
7. Further investigation needs to be done as to how After Prom fits into financial recordings of PTO once it's a 501c3

C. PTO Council Updates from August and September 2018 meetings

1. See reports attached

D. Discussion re: PTO Parent Engagement Speaker Series on Sept. 12

1. Shelly McDonough provided an overview of the series, the Sept. 12 event (Safety & Security) and future events (Mental Health on Nov. 12 and Technology on Feb. 19)
2. Each event will allow for parents/community to ask questions ahead of time via Google forms. Submitted questions are being shared with the panel of speakers to ensure all questions are addressed. Members of the audience may also submit questions on cards at the event, which will be brought to the moderator during the event.
3. Rebecca Lawes asked if we're taking questions from students. Shelly responded that we aren't specifically, but if students voice concerns/questions to their parents, they can be submitted.

E. Junior/Senior Prom

1. Mr. Gabram noted that the senior student council leaders are looking at new venues downtown (Marriott and the new Hilton), as the Embassy Suites are under construction.
2. Concerns have been posed re: driving downtown.
3. Suggestion given to transport kids via Precious Cargo, knowing there would be an upcharge on the ticket price.
4. Question asked if fundraisers could be done to offset the ticket cost?

VI. Meeting adjourned at 11:50 am by Megan Roche.

PTO Council Meeting
Talking Points for Building Presidents
August 17, 2018

- What is PTO Council?
 - Kenston PTO Council is comprised of representatives from each building
 - Building Presidents and Vice Presidents serve as members
 - Executive Board which consists of:
 - President, Vice President, Treasurer, and Secretary
 - Chairpersons for:
 - Bomber Hangar, Care Blue, and E-Communications
 - At-large members
- What does PTO Council do?
 - Meets on a monthly basis
 - During each meeting District Superintendent, Nancy Santilli, gives a report
 - Every other month, the building principals attend PTO Council meetings
 - Ensures that the activities of all Buildings support the well-being of the overall organization and the mission of the Kenston PTO by:
 - Monitoring the appointment of all executive boards
 - Maintaining Kenston PTO By-laws and ensuring that the By-laws are followed
 - Auditing each building's Treasurer's book at end of school year
 - Manages district-wide activities and events, including:
 - Bomber Hangar
 - PTO Directory
 - Fine Arts Showcase
 - Scholarships for graduating Seniors
 - Kenston Night at a Cleveland Indians Game
 - Kalahari Family Get Away

Every month, the building presidents will share the key points from the PTO Council meeting with the building PTO Boards. Here is information from the first PTO Council meeting of the 2018-19 school year:

1. Volunteers needed at district-level for Bomber Hangar and PTO Directory
 1. Each building's Membership Chairperson should email their database of volunteers that checked the box on the Volunteer Form in these areas
 1. For Bomber Hangar, email list to Shelly McDonough at mcdonough@roadrunner.com
 2. For District Directory, email list to Lynne Hamilton at dlhamil@comcast.net
 3. If anyone else is interested, see your building President

2. Building Websites

1. Each building E-Communications Chair should update their website with the following:

1. Calendar of meeting dates
2. Building PTO Board Roster
3. Building Event Calendar
4. Bomber Hangar information (contact Shelly McDonough with questions)

3. Bomber Hangar Update

1. Description – retail store that sells Kenston spirit-wear, located at KMS; however, the store is “mobile” to make it convenient for shoppers during events such as ‘Meet the Teacher’, orientation, football games, and more
2. Beginning of school year sales are going great
3. Volunteers from all buildings are needed for assistance with:
 1. Pricing, tagging, inventory management, communication, coordinating volunteers, and more

4. 501c3 (Non-profit status)

1. Kenston PTO will begin the process of filing for 501c3 status with the assistance of a law firm
2. Process will take 3 – 6 months

5. The Kenston Parent Engagement Series

1. Description
 1. A series of events hosted by Kenston PTO in coordination with the district and board of education
 2. The Kenston Parent Engagement Series is designed to engage top experts, our parent community and school personnel in topics that will support our parents and schools in preparing our students today, for a successful tomorrow. The series provides a proactive approach in assisting our parents with information that can help them support their children. The Parent Engagement Series is free to attend and is hosted by Kenston PTO Council.
2. Safety and Security will be the topic for the first event
 1. When: Wednesday, September 12, 2018 at 7:00 PM
 2. Where: Robert E. Lee Auditorium at KHS
 3. Speakers include:
 1. Bainbridge Police Chief, Lt. Jon Bokovitz
 2. Bainbridge Fire Chief, Lou Ann Metz
 3. Jeremy McDevitt, Kenston Assistant Superintendent, Business Operations & Strategic Initiatives
 4. Jim Adams, Executive Director of the Geauga County Board of Mental Health
 4. Parents may submit questions in advance to:

<https://docs.google.com/forms/d/e/1FAIpQLSdhSEerKsfgvPPhwUinRH7hZXrSVWJZCf4nA7wa5eYW1JLd5Q/viewform>

1. 3 Major Areas for PTO Council to Address for 2018-19 School Year:
 1. Parent Engagement (Fall)
 2. PTO Communications (Fall)
 3. PTO Volunteering and Membership (Spring)

PTO Council Meeting

Talking Points for Building Presidents

September 7, 2018

1. Superintendent's Report
 1. Electronic stadium scoreboard has been installed!
 1. We are thankful to our generous community, corporate and Booster sponsors who funded the replacement and upgrade from the previous one
 2. Reminder that pets are not allowed on campus, including after school hours
 1. This ensures the safety and security of those on campus and keeps our grounds clean
 3. 2018-19 school year is off to a great start
 1. Prior to students' first day, Kenston teachers attended Professional Development Day
 2. Student "engagement" is the focus for Kenston
 1. This means the student is attentive and finds meaning and value in the work
 3. One way that "engagement" translates to the parent community is through outreach programs like the Kenston Parent Engagement Speaker Series hosted by Kenston PTO
 1. The series provides a proactive approach in assisting our parents with information that can help them in supporting their children
 2. Safety and Security at Kenston Schools is the topic for the first event
 1. When: Wednesday, September 12, 2018 at 7:00 PM
 2. Where: Robert E. Lee Auditorium at KHS
 3. Speakers include:
 1. Bainbridge Police Chief, Lt. Jon Bokovitz
 2. Bainbridge Fire Chief, Lou Ann Metz
 3. Jeremy McDevitt, Kenston Assistant Superintendent, Business Operations & Strategic Initiatives
2. Bomber Hangar Update
 1. Volunteers are still needed
 2. Retail Store is currently located at the stadium
 3. Store Hours:
 1. Tuesdays from 2:00 – 4:00 PM

2. Fridays from 10:30 AM – 1:00 PM, UNLESS there is a home football game
3. AND during home football games
4. Be on the lookout for surprise raffle tickets for PTO meeting attendees from time-to-time
 1. At the end of the PTO meeting, a raffle ticket will be pulled and the winner will receive a prize item from The Bomber Hangar